



# Magna Housing Association

## Housing Application Form

If you require help completing this form please contact 01305 216062

Magna Housing Association  
Hollands House  
Poundbury Road  
Dorchester  
DT1 1SW

Tel: 01305 216062  
Fax: 01305 216099  
Email: [hollands@magna.org.uk](mailto:hollands@magna.org.uk)  
Website: [magnaha.org.uk](http://magnaha.org.uk)

Name of Applicant/s: .....

Nomination address (for office use): .....

**For office use only:**

Transfer Applicant: .....

Pin Number: .....

Applicant Number: .....

Banding Assessment: .....

Assessed by: .....

Authorised by: .....

## Guidance Notes on your Application for Housing

### Please read thoroughly before completing this Housing Application

#### 1. Completing the Application Form

Please complete all the relevant sections of the application form. It is very important that you give us the right information and any additional information that you feel necessary to support your application.

Please state any communication needs you may have in section 1. These will be recorded and used to communicate with you throughout the application process.

Please sign and date the form and return it with any supporting documentation. Please send photocopies of any personal documents, not originals.

If you need help or advice on completing the form please contact the Rehousing Team on 01305 216070 or call into one of our local area offices. We can arrange a home visit, an office appointment or a visit with an officer of the same sex if you wish.

#### 2. Processing your Application

We will send you an acknowledgement within three working days of receiving your application form.

We will assess your application form using the information you provide, if we need more information we will contact you.

If we have all of the information required, we will notify you of the following within 28 working days of receipt of your application:

- the registered date of your application
- your banding assessment
- acceptance onto the housing register

We may need to make a home visit to check the information on your application.

If your circumstances change, you must let us know straight away.

#### 3. Assessing your Application

We use a banding system to assess your circumstances as follows:

##### **Band A**

Those in urgent need of housing including those who are homeless, or threatened with homelessness, people who have an urgent need to move or transfer, people who are subject to, or under threat of violence.

##### **Band B**

Those who have a less urgent need including those living in poor housing conditions, in an unsuitable location, in overcrowded conditions, in unaffordable accommodation, those who are subject to harassment or who wish to move to assist them with employment.

##### **Band C**

For existing MHA tenants to enable them to register for a move to another property for family or other reasons, to enable appropriate use of housing stock, to improve the balance and sustainability in neighbourhoods.

##### **Band D**

For all other applicants who do not fit into A, B or C

You may be placed into more than one band.

When we have a property to offer, we will give consideration to the longest registered applicant in each band, and then make the appropriate allocation.

#### **4. Where do you want to live?**

We will only offer you a property in an area that you have requested. You can select as many areas as you wish, if you have a specific preference or requirement please let us know.

If you refuse a property this will not affect your position on the register.

#### **5. The type of property that you may be offered**

We will only offer you a property that is suitable for your requirements; the following are the most likely types of property to be offered:

Single person	Bedsit or 1 bedroom home
Couple	1 or 2 bedroom home
Couple or single parent and 1 child	2 bedroom home
Couple or single parent and 2 children	2 or 3 bedroom home
Couple or single parent and 3 or 4 children	3 or 4 bedroom home
Couple or single parent with 5 + children	5 or 6 bedroom home

#### **6. Offering you a Property**

We will contact you if we are proposing to offer you a property. A home visit will be made to check the details of your application.

You should not contact us unless your circumstances change.

#### **7. Local Authority Nominations**

3 out of 4 of our empty properties are let to people nominated from the local authority's housing register; they nominate applicants in accordance with their own allocations policy which may be different from ours. You may wish to register with them, if you are eligible, to improve your chances of being housed.

If you are homeless or threatened with homelessness you should contact the local authority as they have a duty to provide housing advice and may be able to provide you with temporary accommodation.

#### **8. Equality and Diversity**

Magna is committed to a policy of fair housing to ensure that all groups and individuals have equal access to its resources and that they are treated equally when they become tenants, leaseholders or licensees.

Magna will select people for housing services according to their need for service, within the limits of the agreed selection criteria. Magna recognises that some groups and individuals are disadvantaged and will seek to identify the needs of disadvantaged minority groups in its areas of operation by establishing close relationships with those groups.

#### **9. False Information**

Sections 171 and 214 of the Housing Act 1996 make it an offence for anyone to knowingly give false information, to withhold information or fail to disclose a change of circumstances.

Ground 5, schedule 2 of the Housing Act 1985 (as amended by Section 146 of the Housing Act 1996) enables action to be taken to seek possession of any tenancy which has been granted as a result of a false statement by the person or persons acting at the tenant's instigation.

**Communication**

**1. If you have any specific communication needs please give us the details below.**

a) Do you have any problems with:  
*Please tick all, if any, that apply*

Reading

Writing

b) Where practical, how would you prefer we communicate with you?  
*Please tick all that apply*

In writing

By email  your email address:.....

By telephone  preferred telephone no:.....

In person

c) Do you need us to contact you using any of the following methods?:  
*Please tick all, if any, that apply*

Large print

Braille

Different language  Specify which language here:.....

d) During your application process would you like us to communicate with someone else on your behalf?  
*Please tick one*

No  *Please go to section 2*

Yes  *Please enter their details below*

Their name:.....

Their postal address:.....

.....

Telephone number:.....

Email address:.....

Relationship to you:.....

**Your Details**

**2. Applicant Details**

**1st Applicant**

Title  Mr  Mrs  Ms  Miss  Other (please specify:)

Surname .....

First name .....

Date of birth .....

National Insurance No .....

Your address .....

.....

Postcode .....

Date you moved to this address .....

Home telephone number .....

Mobile telephone number .....

Work telephone number .....

E-mail address (optional) .....

**2nd Applicant**

Title  Mr  Mrs  Ms  Miss  Other (please specify:)

Surname .....

First name .....

Date of birth .....

National Insurance No .....

Your address .....

.....

Postcode .....

Date you moved to this address .....

Home telephone number .....

Mobile telephone number .....

Work telephone number .....

E-mail address (optional) .....

Address for correspondence: If you do not have a permanent address please provide an address to which mail can be sent (e.g. work, friend or relative)

.....  
.....

Postcode: .....Telephone: .....

**3. Do you wish to hold a joint tenancy?**

Yes     No

**4. Please give details of everyone who you would like to be re-housed with**

First name	Surname	Relationship	Date of birth
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**5. Is everyone listed in question 4 living with you at present?**

Yes     No

If no, please state name(s) below (in cases of divorced or separated applicants with children we will need to know details of current arrangements you have for their care. Please include details of how much time is spent with each parent, and whether or not this is by court order or mutual agreement.):

Name(s)	Current address	Reason for living apart
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**6. Please give details of anyone who is living with you at present and will not be moving with you**

First name	Surname	Relationship	Date of birth
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**7. If any person on this form is expecting a baby please provide proof and complete the following:**

Surname	First name(s)	Date baby due
.....	.....	.....
.....	.....	.....

**Your present accommodation**

**8. What type of housing do you currently live in?**

*Please tick the appropriate box*

- |   |                                      |                                   |
|---|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> House                                  | <input type="checkbox"/> Caravan     | <input type="checkbox"/> Bungalow |
| <input type="checkbox"/> Flat <i>specify floor number</i> ..... | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Bedsit   |
| <input type="checkbox"/> Other ( <i>please specify</i> ) .....  |                                      |                                   |

**9. How many rooms are there in your current accommodation?**

*Please write the number of each room in the appropriate box*

- |   |                                    |                                     |
|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Reception rooms (eg living & dining) | <input type="checkbox"/> Bedrooms  | <input type="checkbox"/> Kitchen    |
| <input type="checkbox"/> Bathroom                             | <input type="checkbox"/> Inside WC | <input type="checkbox"/> Outside WC |

**10. Do you share any of the following with others who are not part of your household?**

*Please tick the appropriate box*

- |                             |                              |                             |
|-----------------------------|------------------------------|-----------------------------|
| Kitchen/cooking facilities  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Living Room                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Toilet/ Bathroom Facilities | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Bedroom                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**11. Please tick which of the following applies to you or your spouse/partner**

You	Your spouse/ partner	
<input type="checkbox"/>	<input type="checkbox"/>	Living with parents/friends
<input type="checkbox"/>	<input type="checkbox"/>	Lodger with others
<input type="checkbox"/>	<input type="checkbox"/>	Tenant with private landlord
<input type="checkbox"/>	<input type="checkbox"/>	No fixed address
<input type="checkbox"/>	<input type="checkbox"/>	Bed and Breakfast/temporary accommodation
<input type="checkbox"/>	<input type="checkbox"/>	Rehabilitation Unit/refuge/hostel/prison
<input type="checkbox"/>	<input type="checkbox"/>	Owner
<input type="checkbox"/>	<input type="checkbox"/>	Tied accommodation
<input type="checkbox"/>	<input type="checkbox"/>	Residential care home
<input type="checkbox"/>	<input type="checkbox"/>	MOD accommodation
<input type="checkbox"/>	<input type="checkbox"/>	Housing Association/Local Authority tenant Please specify the name & address .....
		.....
		.....
<input type="checkbox"/>	<input type="checkbox"/>	Other – please specify .....

**12. Please give below the reasons why you wish to leave your present accommodation** (if you have to leave your present accommodation please provide proof e.g. Notice to Quit, Repossession Order)

.....

.....

.....

.....

**13. Do you consider your present accommodation to be in disrepair? If yes, please give details:**

.....

.....

.....

.....

.....

.....

.....

.....

**Previous Addresses**

**14. Please list the previous addresses for the past 5 years of all adults who wish to be re-housed including yourself.**

Name & address	Dates from and to	Type of landlord: a) Housing association b) Local council c) Private d) Owner occupier e) Family or friend f) Other (please specify)	Name of your landlord and telephone number	Reasons for leaving

a) Do you owe any money to a previous landlord?

Yes       No

b) Have you ever been evicted by a previous landlord?

Yes       No

If YES, to either a or b please state landlord's name and amount owed or grounds for eviction

.....

c) Have you, or anyone who wishes to be housed with you, been convicted of a criminal offence?

Yes       No

If YES, please give details below. **Spent convictions should not be included as detailed in the rehabilitation of offenders act 1974.**

.....

d) Are you, or anyone who wishes to be housed with you, under any Anti-Social Behaviour orders (A.S.B.O.)?

Yes       No

If YES, please give details below.

.....

**Accommodation Required**

**15. Accommodation required.** Please note that the size of any accommodation offered will be dependent upon your registered need and Magna Housing Association's allocation policy.  
*Tick all that apply*

- Bedsit
- Bungalow
- Sheltered Housing
- Flat - please state floor number:     ground     1st     2nd     3rd     any
- House
- Interested in Shared Ownership

**16. Number of bedrooms required**

- 1       2       3       4       4+

**17. Do you require ground floor accommodation or any special adaptations?**

- Yes       No

If yes, please give details

.....

**18. Does your present home aggravate any medical condition from which you or any other member of your family suffer?**

- Yes       No

If yes, please give details

.....

**19. Please state any additional factors which may affect your application**

.....  
.....  
.....  
.....

**20. Are you or your spouse/partner related to any employee or Board Member who is currently working, or has in the last 12 months worked for or been associated with the Magna Housing Group?**

- Yes       No

If Yes, please state their:

Name: .....

Relationship to you: .....

**Employment and Income Details**

**21. If you or your spouse/partner are working please provide the following details:**

Name of applicant/partner .....

Occupation .....

Name and address of employer .....

.....

Gross earnings .....

Start date ..... End date (if temporary employment) .....

**22. Are you in receipt of any state benefits, please give details below:**

.....

.....

**23. Please give details of any savings or investments**

.....

.....

**Other Information**

**23. Do you have any pets?**

Yes     No

If yes, please give details .....

**24. Do you have your own transport?**

Yes     No

**Areas**

**25. Where would you like to live? Please tick your preferences in West Dorset:**

*Tick all that apply*

- BEAM: Beaminster, Corscombe, Evershot, Halstock, Melbury Osmond, Mosterton, Rampisham, South Perrott, Stoke Abbott
- BRAD: Bradford Abbas, Batcombe, Beer Hackett, Chetnole, Holnest, Leigh, Melbury Bubb, Ryme Intrinsic, Stockwood, Thornford, Yetminster
- BRID: Bridport, Askerswell, Bradpole, Bothenhampton, Loders, Melplash, Nettelcombe, Powerstock, Symondsburry, Uploders, Walditch, West Bay, West Milton
- BROA: Broadwindsor, Burstock, Drimpton, Marshwood, Netherbury, North Bowood, Salway Ash, Thorncombe
- BRVA: Burton Bradstock, Little Cheney, Long Bredy, Puncknowle, Shipton Gorge
- CHAR: Charmouth, Chideock, Morcombelake, Whitechurch Canonicorum, Wooten Fitzpaine
- CHIC: Chickerell, Abbotsbury, Langton Herring, Portesham, Winterborne Abbas, Winterborne St Martin, Winterbourne Steepleton
- CHMI: Charminster, Bradford Peverell, Cattistock, Cerne Abbas, Frampton, Frome Vauchurch, Godmanstone, Grimstone, Maiden Newton, Stratton, Sydling St Nicholas, Toller Porcorum
- CROS: Crossways, Broadmayne, Osmington, Owermoigne, West Knighton, West Stafford, Woodsford
- DORC: Dorchester
- LYME: Lyme Regis
- PIDD: Piddlehinton, Alton Pancras, Buckland Newton, Cheselbourne, Duntish, Piddletrethide
- PUDD: Puddletown, Dewlish, Lower Bockhampton, Melcombe, Horsey, Tolpuddle
- PURS: Purse Caundle, Alweston, Bishops Caundle, Holnest, Holwell, Longburton
- SHER: Sherborne
- TREN: Trent, Adber, Nether Compton, Osborne, Over Compton, Poyntington, Sandford Orcas

**Areas outside West Dorset**

We have stock in a number of local authority areas across the South West, please specify which areas you wish to live in. If we do not have appropriate stock in your chosen area you will be advised accordingly.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Weymouth & Portland | <input type="checkbox"/> East Dorset    | <input type="checkbox"/> Purbeck        |
| <input type="checkbox"/> Bournemouth & Poole | <input type="checkbox"/> South Somerset | <input type="checkbox"/> Torbay         |
| <input type="checkbox"/> East Devon          | <input type="checkbox"/> North Dorset   | <input type="checkbox"/> North Devon    |
| <input type="checkbox"/> Exeter              | <input type="checkbox"/> Torridge       | <input type="checkbox"/> North Somerset |

Other (please specify here): .....

**26. Data Protection Act 1998**

Magna Housing Group Limited and its subsidiary and associated companies (Magna) will process personal information about you and members of your household in ways that comply with the Data Protection Act (DPA).

Your personal information may include:

- Any information that we hold now or in the future, including information from application forms
- Any sensitive personal data such as health and medical information
- Any information relating to your dealings with us

We will process personal data to help us to provide our services, primarily as a Landlord, Developer or Employer, for account, general and property management, debt collection and enforcement, fraud prevention and detection and for statistical and analytical purposes.

We may disclose data to other bodies associated with our business, including utility companies, for any of the above purposes. We will not use your data for marketing purposes.

We may contact you by letter, telephone or other electronic methods.

By signing this form you agree to Magna processing personal data which may include sensitive personal information about you in the ways described above.

The DPA gives you a right of access to your personal data. If you wish to exercise this right, please write to: the Company Secretary, Magna Housing Group, Hollands House, Poundbury Road, Dorchester, Dorset, DT1 1SW. We may charge a standard fee, currently £10, for providing this information.

**27. Declaration and Consent**

*Please tick each of the below declarations and sign below to indicate your consent. If you have applied for a joint tenancy both applicants must sign*

- I/We consent to the use of our personal data by Magna in accordance with the statement above.
- I/We hereby declare that the answers given on this form are true and that I/We will inform Magna Housing Association if there are any changes in my/our circumstances.
- I/We understand that if I am/We are offered accommodation on the basis of false information then Magna Housing Association may withdraw the offer and remove my/our application from the register.
- I/We authorise Magna Housing Association to make any reasonable enquiries that are necessary of any third parties, in order to assist in processing this application.

**Signed:** .....

**Date:** .....

**Signed:** .....

**Date:** .....

**Please send your completed form to:**

Rehousing Team  
Magna Housing Association  
Hollands House  
Poundbury Road  
Dorchester  
Dorset  
DT1 1SW

Fax: 01305 216099

## Equality

To help us monitor and improve Magna's services, please provide the following information about yourself. This information will not be used as part of your application process.

### 1) Gender

Male  Female

### 2) Age

20 or under  21 – 40  41 – 60  Over 60

### 3) Ethnicity

*Please tick all boxes that you think apply to your household*

- |   |   |
|---|---|
| <input type="checkbox"/> White British                    | <input type="checkbox"/> White Irish                    |
| <input type="checkbox"/> White Other                      |   |
| <input type="checkbox"/> Mixed: white and black Caribbean | <input type="checkbox"/> Mixed: white and black African |
| <input type="checkbox"/> Mixed: white and Asian           | <input type="checkbox"/> Mixed: other                   |
| <input type="checkbox"/> Asian/Asian British: Indian      | <input type="checkbox"/> Asian/Asian British: Pakistani |
| <input type="checkbox"/> Asian/Asian British: Bangladeshi | <input type="checkbox"/> Asian/Asian British: Other     |
| <input type="checkbox"/> Black/black British: Caribbean   | <input type="checkbox"/> Black/black British: African   |
| <input type="checkbox"/> Black/black British: Other       |   |
| <input type="checkbox"/> Chinese                          | <input type="checkbox"/> Other                          |

### 4) Disability

**Do you consider any of your household to have a disability?**

Yes  No

If yes, please give details .....

**Magna Housing Association  
Hollands House  
Poundbury Road  
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DT1 1SW**

**t: 01305 216000  
e: [hollands@magna.org.uk](mailto:hollands@magna.org.uk)  
w: [magnaha.org.uk](http://magnaha.org.uk)**